SERN - Service Detail: Non-Payable

This screen is used to display, add or modify the details of all services provided to a specific client that were not paid through the CAPS system. By entering the services that were not paid through CAPS, workers are able to maintain a complete service history on the client.

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CAFSSERN              SERVICE DETAIL: NON-PAYABLE        11/29/2007    11:29
USER ID : C7TR15    MODIFY
CAPS ID : 00001073    00    NAME: SOUTHWICK, TOMMY




SERVICE CODE: SEMRM          REMOVAL
PROVIDER    : 0001002  000    LEWIS AND CLARK CPS
OPEN  DATE  : 01/01/2000
CLOSE DATE  : 99/99/9999

REASON FOR SERVICE: PT    OUT OF HOME PLACEMENT TO PROTE
REASON FOR REMOVAL (PRIMARY): PHA   OTHERS:  PHN EMD


COMMENTS:






SHIFT+F1=MORE DETAIL
                                                        PATH: █
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID
This field will display the CAPS ID of the client you entered on the SERL (Services List) screen.

NAME
This field will display the name of the client whose ID is entered in the CAPS ID field.

SERVICE CODE (F12)
Enter the code for the service that is being provided to the client. *Services beginning with "P" are placement services – the client must be in a placement with the entered provider in order to add these services.*

PROVIDER (F12)
Enter the number/name of the provider who is providing the service. If it is a service being provided by the Department, then enter the county CPS, Tribe or Judicial District as the provider.

OPEN DATE
Enter the date the service began.

CLOSE DATE
Enter the date the service ended. If the service is still being provided, leave the end date as 99/99/9999.

REASON FOR SERVICE (F12)
Enter the appropriate reason why the service is being requested. *For example, foster care is most likely "PT" (out of home placement to protect the child), clothing allowance is most likely "MP" (maintain placement). Transitional Living services should always be "TL" (transitional living) and juvenile probation/parole should always be "JC" (juvenile corrections or "CY" (corrections youth – mental health placement.)*

REASON FOR REMOVAL (PRIMARY) (F12)
Enter the primary reason the child was removed from the home. *This is only required on removal (SEMRM) services and the primary reason is required.*

OTHERS (F12)
Enter any additional reasons (up to four) the child was removed from the home. *This is only enterable on removal (SEMRM) services and the other reasons are optional.*

COMMENTS
Enter any comments regarding the service being provided.

Additional Information

In order to add a service code for a particular provider, the provider must have that service code listed on the FSPL (Facility Services Provided List). Contact your regional fiscal officer if a service needs to be added to FSPL.

SHIFT + F1 = MORE DETAIL is displayed on removal services (SEMRM). Pressing SHIFT + F1 from a removal service will take you to the CREI (CPS Removal Eligibility Information) screen. While you do have access to view this screen, the information on CREI is updated by IVE Unit staff.

SHIFT + F1 = MORE DETAIL is also displayed on independent living needs assessment services (SBSAA). Pressing SHIFT + F1 from a needs assessment service will take you to the BSAS (Building Skills Plan Summary) screen. These services are only entered by Transitional Living workers.